



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARK AND RECREATION PROGRAM MANAGER	37	B	6.717

Under general direction, the Park and Recreation Program Manager is responsible for planning, organizing, coordinating and supervising the Division of State Parks' park and recreation program, which includes conducting complex studies and analyses; planning and managing archaeological and promotional contracts and grants; assigning and reviewing work performed; evaluating present and future recreational needs and opportunities; and managing land acquisitions and exchanges.

Develop work programs and specific tasks necessary to prepare and update statewide recreation plans, individual park master plans, resource protection plans, feasibility studies and other supporting studies and documentation; conduct research using technical, scientific and historical data; coordinate with other agencies involved in the implementation of park and recreation resource programs; negotiate with other State, federal and local entities concerning multi-jurisdictional issues and represent the agency at various meetings.

Manage planning, archaeological and promotional contracts by developing the scope of work, selecting consultants, negotiating contracts and approving and supervising work programs.

Coordinate agency grant applications by seeking potential funding sources for capital improvement, resource protection and property acquisition projects; write grants and monitor compliance with grant requirements.

Administer federal grant programs by reviewing, interpreting and developing federal and State grants-in-aid manuals, application forms and project selection criteria; coordinate program compliance with administering federal agencies; announce availability of funding to prospective applicants including State, federal, local and non-profit entities; evaluate grant and project applications and process approval notices; conduct pre-award, progress, final and post compliance inspections as necessary; monitor expenditures and approve reimbursements; participate in federal audits; and ensure on-going compliance with grant requirements.

Manage the division's land acquisitions and exchanges in accordance with State policies and applicable federal encumbrances and requirements; coordinate acquisitions and exchanges with the Division of State Lands.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in recreation and park administration, natural resource recreation management, landscape architecture, environmental planning, or closely related field plus four years of park and recreation planning experience which included responsibility for the preparation of at least two of the following: park master plans; park and recreation planning studies; parks and recreation empirical research, grant administration and contract management; and inter-agency coordination; **OR** a Master's degree in parks administration, natural resource recreation management, or environmental planning and three years of experience as described above; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: natural resource agencies such as the U.S. Forest Service, Bureau of Land Management and National Park Service; park and recreation management principles and practices; site and trail planning; Park Master Plans and State Comprehensive Outdoor Recreation Plan; federal regulations, applications, compliance requirements and audit procedures required to administer federal grant programs;

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

Land and Water Conservation Fund Manual and the Recreational Trails Program Interim Guidance Manual as they apply to planning and grants administration; computer software programs including word processing, data processing, and graphics. **General knowledge of:** natural resource agencies in the private sector and political subdivisions; natural history, geography, biology, botany, biology and zoology; recreational demand, modeling and analysis; opinion survey techniques and methodology; layout, design and printing procedures; cartography and drafting; public relations and information systems necessary to promote agency programs; empirical recreation research methodology. **Ability to:** read and analyze complex technical reports to determine potential impact on existing recreational resources; analyze data and survey information using statistical computations to determine public demand for recreation facilities, demand modeling, and identify problems or concerns; review environmental assessments, environmental impact statements, scoping documents and other documentation received from State Clearinghouse, federal, State and local agencies; supervise employees and assess staff development needs; manage grants for the Land and Water Conservation Fund, federal Recreational Trails Program and other grant programs including writing and updating manuals; review grant applications; develop goals and objectives, set priorities, establish project directives and carry them through to completion; develop, read and interpret conceptual plans; write concise reports explaining statistical comparisons of recreational demand; speak extemporaneously on park and recreation subjects to groups, or on a one-to-one basis; professionally interact with other agency representatives, legislators and the general public on a one-to-one basis or in a group setting; write grammatically correct correspondence; work independently and follow through on assignments with minimal direction; operate personal computers and 35mm cameras.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Park Master Plans and State Comprehensive Outdoor Recreation Plan; federal regulations, applications, compliance requirements and audit procedures required to administer federal grant programs; Land and Water Conservation Fund Manual and the Recreational Trails Program Interim Guidance Manual applicable to planning and grants administration. **Working knowledge of:** personnel principles and practices in the hiring, training, evaluation and discipline of subordinate staff; natural resource agencies in the private sector and political subdivisions; recreational demand, modeling and analysis; opinion survey techniques and methodology; layout, design and printing procedures; cartography and drafting; public relations and information systems to promote division programs; empirical recreation research methodology; Nevada Revised Statutes, Chapter 407. **General knowledge of:** construction techniques, standards and procedures. **Ability to:** analyze legislative bills for impact on agency and advise management accordingly; develop and implement a statewide comprehensive outdoor recreation plan; oversee and coordinate a variety of park planning activities with various State, federal and public agencies and/or groups; manage feasibility studies and special projects for proposed park sites to determine recreational opportunities and State park feasibility; conduct project compliance inspections; evaluate environmental assessments/environmental impact statements, scoping documents and other documentation received from State Clearinghouse, federal, State and local agencies to determine potential impacts upon agency administered lands statewide; answer grant questions; award grant funds; monitor, audit and ensure compliance with grant requirements; manage planning, development, archaeological, and promotional contracts; manage acquisitions; operate drafting and audiovisual equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.717

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